

**RULE 26(f) REPORT INSTRUCTIONS**  
**United States District Judge David C. Joseph**

**NOTE:** Electronically file This report with the Clerk of Court.

**1. Participants:**

List all counsel participating in the conference and the parties they represent.

**2. Affirmation Regarding Initial Disclosures:**

The parties shall affirm that they complied with the initial disclosure requirements of Fed. R. Civ. P. 26(a)(1). If complete disclosures have not been made, explain why not.

**3. Jurisdictional Basis:**

The parties shall state the jurisdictional basis for the suit and any objections to jurisdiction.

**4. Brief Description of Claims:**

Each party asserting a claim, counterclaim, cross-claim, third-party claim, or intervention shall briefly state the following (without merely repeating the content of the pleadings): (a) the specific facts that support the claim; (b) the law and any contractual provision supporting the claim; and (c) the remedy prayed for as to each defendant.

**5. Brief Statement of Responses:**

Each party against whom a claim has been asserted shall provide the following information (without merely repeating the content of the pleadings): (a) the basis or lack thereof for each claim; (b) all affirmative defenses asserted and the legal bases therefor; and (c) whether the dispute in question is one of law, fact, or contractual interpretation.

**6. Anticipated Amendments to Pleadings and Motions:**

Each party shall identify any amendments to the pleadings and any motions (dispositive or otherwise) that it anticipates filing.

**7. Anticipated Expert Witnesses:**

Each party shall state the name (if known) of each anticipated expert witness, the witness's field of expertise, and the subject matter of the witness's anticipated testimony.

**8. Discovery Plan:**

If the parties conclude that a case-specific Scheduling Order is required, they must set forth an agreed-upon plan prior to the telephone conference with the Magistrate Judge. A case-specific Scheduling Order may be particularly appropriate in cases where early exchange of expert reports is essential to the progression of the case, e.g., in products liability cases, patent infringement suits, etc. In all cases, the parties are expected to proceed with the case diligently and expeditiously.

**9. Stipulations:**

List any matters to which the parties have stipulated. Counsel are encouraged to stipulate to as many factual and legal issues as possible in the interest of reducing pretrial costs and delays.

**10. Major Issues of Fact and Law in Dispute:**

List the major issues of fact and law in dispute.

**11. Related Case Information:**

State whether this case is related in any way to any other pending case, whether federal or state, civil or criminal. If there is a related case, list: (1) the name of the related case, (2) the court in which it is pending, (3) the docket number, (4) the assigned judge, and (5) a brief description of how the cases are related.

**12. Alternative Dispute Resolution (ADR):**

In accordance with the Local Rule 16.3.1 and 28 U.S.C. § 652, the parties must consider the use of alternative dispute resolution (ADR). State the position of the parties as to whether this case is amenable to ADR and, if so, what form of ADR is considered most appropriate, and at what stage of the litigation ADR should occur. Additionally, state whether the parties agree a settlement conference with a Magistrate Judge would be productive.

**13. Rule 16 Conference:**

A Rule 16 conference with the Magistrate Judge may be beneficial. Such conferences may be held in chambers or by telephone, and often result in a substantial reduction in the time and expense spent in pretrial preparation. Each party shall state whether it believes a Rule 16 conference would be beneficial. In certain cases, the court may *sua sponte* schedule a Rule 16 conference.

**14. Electronic Courtroom:**

State whether this case is document intensive, i.e., whether it will likely require the admission of a large number of documents at trial. The court generally requires that documents or

exhibits be shown at trial via use of the “Visual Presenter” or a portable data storage device (e.g., flash drive, CD-ROM, etc.). This is particularly true in document-intensive trials. The court’s requirements for the case will be discussed more fully at the final pretrial conference. For additional information, see the “Electronic Courtroom” page of our website at: <https://www.lawd.uscourts.gov/electronic-courtroom>. To set up an appointment to become familiar with the operation of the various electronic presentation equipment available in the courtroom, contact Brent Norris, Electronic Coordinator for the Western District of Louisiana, at (337) 593-5006.

**15. Electronically Generated Exhibits or Aids:**

Describe any electronically generated exhibits or demonstrative aids that will be used at trial. “Electronically-generated exhibits or aids” refers to any exhibit or demonstrative aid that is created in whole or in part with the aid of computer software, but excludes evidence which is merely to be exhibited or presented by way of computer, CD-ROM, or video presenter.

**16. Handicap Provisions:**

Advise the court of any anticipated need for handicap accommodations for any party, witness, or trial participant and identify the nature of the handicap so that the necessary accommodations can be made.

**17. Consent Trials:**

Counsel are advised of their right to consent to trial by a Magistrate Judge pursuant to 28 U.S.C. § 636(c). To consent to trial by a Magistrate Judge, all counsel and/or unrepresented parties must complete and sign the form entitled “AO 85 - Notice, Consent & Reference of a Civil Action to a Magistrate Judge.” The form can be found at: <http://www.uscourts.gov/forms/civil-forms/notice-consent-and-reference-civil-actionmagistrate-judge>. The executed form is to be submitted to: [lawdml\\_consents@lawd.uscourts.gov](mailto:lawdml_consents@lawd.uscourts.gov). Do not file the consent form into the record.